

DBHDID
CHILD OBJECTIVES AND INSTRUCTIONS

FY 2020

Objectives and General Instructions Overview

Centers are required to report all client related services in the IPOP client and event data sets. The following information is provided to assist with some specific data set reporting and also to detail the information to be reported manually for those services that cannot be coded in the data set. Please refer to the Data Dictionary for specific service code descriptions.

The restricted mental health funding you receive may be spread to a number of projects serving children and youth with severe emotional disabilities (SED) and some to those children and youth without SED. Please complete the MH Financial Planning and Implementation Report (Form 117) indicating the programs and projects being supported with these funds and the corresponding amounts. Also complete the Children, Youth and Young Adults System of Care Application (Form 118). There should be a correlation between the system described in the Application and the programs being funded on the MH Financial Planning and Implementation Report (Form 117).

Due with Plan and Budget	<ul style="list-style-type: none">• Form 214 – Project Budget and Financial Report for Early Childhood MH (includes ECMHS and ECC funds)• Form 114 – Early Childhood Mental Health Narrative• Form 117 – MH Financial Planning and Implementation Report• Form 118 – Children, Youth and Young Adults System of Care Application• Form 131 –IMPACT Region-wide RIAC Funds (Must be signed by RIAC Chair)• Form 141- IMPACT High Fidelity Wraparound (HFW) and Flex Funds for TCM
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Form 117 – MH Financial Planning and Implementation Report must be submitted on a quarterly basis for all funds allocated.

Form 131 – All regions must submit the IMPACT Region-wide RIAC Funds (Form 131) as a **planning tool** with their Plan and Budget Application and semi-annually thereafter (January and July). Each report shall be reviewed and approved by the RIAC, signed by the RIAC Chair. **Please see Form 131A for detailed instructions for this form.**

Due Quarterly	<ul style="list-style-type: none">• Form 117 – MH Financial Planning and Implementation Report• Form 214 – Early Childhood Mental Health PBFR
Due Semi- Annually	<ul style="list-style-type: none">• Form 131 – IMPACT Region-wide RIAC Funds (Must be signed by RIAC Chair)• Form 141- IMPACT High Fidelity Wraparound (HFW) and Flex Funds for TCM

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Objectives and Instructions for Children's Programs

The following objectives and instructions should be used to determine what information needs to be collected to adequately report on the array of children's services that are provided in the region.

Early Childhood Specialist and Early Childhood Consultant (All Regions)

Please complete and submit with the Plan and Budget application and quarterly:

- Form 214 –ECMH Project Budget and Financial Report

Please complete and submit with the Plan and Budget application:

- Form 114 - ECMH Program Narrative

Column B of the ECMH PBFR should include the center's projected expenses billed to the ECMH allocation (\$50,000) in the following areas: salary; fringe; travel; professional development; supplies; operating (please specify); administrative costs; and other.

Column C of the ECMH PBFR should include center's projected expenses billed to the ECC SOR allocation (\$63,400) in the following areas: salary; fringe; travel; professional development; supplies; operating (please specify); administrative costs; and other.

Column D of the ECMH PBFR shall include other funds allocated to the ECMH Program (e.g., other local or federal grants, state general funds, etc.). It is important that these funds are included for sustainability planning purposes. Expenditures from Column D will be reported in Column J on a quarterly basis

The Program Narrative should describe program accomplishments for both ECMHS and ECC from the previous year, additional areas of focus for the coming year, and sustainability, and how the program collaborates with the HANDS program.